

EVOLVE ONLINE THERAPY



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GDPR AGREEMENT

What is the General Data Protection Regulation, 2018 (GDPR) and how does it affect me?

The GDPR replaces the 1998 Data Protection Act to ensure your personal and sensitive, confidential data is kept private; is held securely; and is processed in the way that you have agreed to. It is there to protect your rights as a consumer of a service or product that might involve your identifiable data, e.g. your name and address, or whether you have a specific condition. It also covers any sessional notes, text messages, or emails we exchange.

How long will you hold my information for?

In accordance with guidance from UKCP (UK Council for Psychotherapy) regarding the GDPR, I hold your data for 7 years after your final session.

What if I don't want my records to be held for that long?

Under the GDPR, you can write to me, requesting that all your records be deleted. In this case, any paper records would be shredded; and any electronic data would be permanently deleted from the devices on which they are stored. I am obliged to save your deletion request, but would not save any other data. I would need to inform my insurance company of your request and, in some instances, they may want to verify the information I process.

Why do you need to record this information?

The information I record about you will comprise information from our sessions that I deem to be of relevance in your treatment. This is so that I can be as effective as possible in my work. All sessional notes are anonymised. Your contact details, and your G.P.'s details are stored separately from my sessional notes. If I ever want to contact your G.P. I would endeavour to inform you of this first, and discuss it with you. I may ask you to sign a consent form for me to do so.

Website

My website collects information about visitors. This information is anonymous, and serves only to let me know how many people visit my website; what country they are from; and how long they spend on my site.

What lengths are taken to ensure my information is held securely?

Hardcopy documents – Are stored in a locked cabinet.

Text messages – Are deleted once read and acted on. No names are stored in my phone, only codes.

Emails – My email account is encrypted and password-protected.

Electronic documents – Are stored on an encrypted, password-protected usb stick, which is stored in a locked cabinet, behind a locked door.

Is what we discuss kept confidential?

Everything we talk about during our sessions is strictly confidential. To ensure I am doing my job as effectively as possible, I may discuss elements of our sessions with my supervisor. During these discussions I do not disclose any details that may identify you to my supervisor, and my supervisor also adheres to the GDPR.

The only exceptions to this rule would be if I feel your safety, or the safety of others, might be at risk. This may include a duty to disclose information about child abuse, including historic abuse. In such circumstances I may be legally obliged to involve third parties. If this should happen, I would always endeavour to discuss it with you first.

What if I see you outside of the session?

If I see you online in any capacity outside of a session I will NOT acknowledge you. This is because it is important that *you* are in control of who knows about your relationship with me. If you choose to acknowledge me, that is fine – that would be *your* decision.

What about other Health and Social Care Professionals?

Any contact I may want to make with other health care professionals regarding your treatment would only be made with your signed consent, unless any of the exceptions listed earlier, under ‘Is what we discuss kept confidential?’, apply.

I consent to this privacy notice, and give Joanna Yeldham permission to process my personal data specifically for the purposes outlined above.

Signed: _____

Date: _____